



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: May 24, 2016

**DATE:** April 25, 2016

**TO:** Board of County Commissioners

**FROM:** Tony Kiriluk, IT Manager, Enterprise Infrastructure,  
Washoe County Technology Services Department,  
775-858-5985, [tkiriluk@washoecounty.us](mailto:tkiriluk@washoecounty.us)

**THROUGH:** Craig Betts, Chief Information Officer,  
Washoe County Technology Services Department,  
775-328-2355, [cbetts@washoecounty.us](mailto:cbetts@washoecounty.us)

**SUBJECT:** Approve sole source purchases of computer network equipment, servers, data storage, PCs (personal computers), and printers through joinder with the joinder with the National Association of State Procurement Officers (NASPO) Master Price Agreements with Dell Inc. and Extreme Networks, Inc.; and approve expenditures that will aggregate to exceed [\$100,000] but will remain within available adopted budget funding during Fiscal Year 2016-2017 for technology infrastructure, not to exceed [\$2,000,000] (All Commission Districts).

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### SUMMARY

Technology Services regularly upgrades and modernizes equipment at the County to maintain sustainable, efficient and effective technological infrastructure to support countywide functions. In Fiscal Year 2016-2017, CIP funding has been approved for the implementation of a new central technology logging and event management system; upgrade of security camera systems in multiple facilities; and continued rollout of VOIP technologies; and infrastructure account budgets have been funded for upgrade projects to Network, Server, PC, and Physical Security hardware.

Technology Services requests approval of sole source purchases of computer network equipment, servers, data storage, PCs, and printers through joinder with the National Association of State Procurement Officers (NASPO) Master Price Agreements with Dell Inc. and Extreme Networks, Inc.; and approve expenditures that will aggregate to exceed [\$100,000] but will remain within available Fiscal Year 2016-2017 adopted budget for technology infrastructure; not to exceed [\$2,000,000].

**Washoe County Strategic Objective supported by this item:** Sustainability of our financial, social and natural resources.

AGENDA ITEM # 11

## **PREVIOUS ACTION**

- May 22, 2012 Approved sole source purchases of network equipment, servers, storage, PCs, printers, and Microsoft licensing through joinder with the Western States Contracting Alliance Master Price Agreements and the Master Agreement for Microsoft through Dell/ASAP for the State of Nevada for Dell and Enterasys.
- May 28, 2013 Approved sole source purchases of computer network equipment, servers, data storage, PCs, and printers through joinder with the Western States Contracting Alliance Master Price Agreements with Dell and Enterasys.
- June 17, 2014 Approved sole source purchases of computer network equipment, servers, data storage, PCs (personal computers), and printers through joinder with the Western States Contracting Alliance (WSCA) Master Price Agreements for State of Nevada with Dell Inc. and Enterasys Networks, Inc.
- June 9, 2015 Approved sole source purchases of computer network equipment, servers, data storage, PCs (personal computers), and printers through joinder with the Western States Contracting Alliance (WSCA) Master Price Agreements for State of Nevada with Dell Inc. and Extreme Networks, Inc.

## **BACKGROUND**

Technology Services regularly upgrades and modernizes equipment at the County to maintain sustainable, efficient and effective technological infrastructure to support countywide functions. In Fiscal Year 2016-2017, CIP funding has been approved for the implementation of a new central technology logging and event management system; upgrade of security camera systems in multiple facilities; and continued rollout of VOIP technologies; and infrastructure account budgets have been funded for upgrade projects to Network, Server, PC, and Physical Security hardware.

To support County technology infrastructure projects, multiple purchases of Dell and Enterasys brand equipment are purchased separately throughout the year. All of these purchases are made at no more than the joinder with the National Association of State Procurement Officers (NASPO) Master Price Agreement price levels, and in most cases are purchased below the default pricing in those agreements. Many times multiple purchases are grouped together to receive greater savings.

The County has standardized on Dell for servers, data storage, PCs, laptops and printers, and purchases these items directly from Dell via the NASPO Master Price Agreement. The County also has standardized on Enterasys brand networking equipment for switching, routing, VOIP, and WiFi functionality, which is purchased directly from Extreme Networks via the NASPO Master Price Agreement.

Pursuant to NRS 332.115, computer hardware and software are exempt from competitive bidding requirements.

## **FISCAL IMPACT**

Expenditures will exceed [\$100,000], but not exceed [\$2,000,000] within Fiscal Year 2016-2017 adopted budgets for technology infrastructure, and purchases will not exceed the budgets in adopted CIP funds and in department technology infrastructure funds.

Technology Services aggressively investigates and negotiates all quotes, and wherever possible, attempts to achieve the best pricing and/or alternative options to ensure reliable infrastructure at the least possible cost. Staff has regularly secured discount pricing levels that are below joinder with the National Association of State Procurement Officers (NASPO) Master Price Agreement levels on most Dell and Extreme purchases.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners sole source purchases of computer network equipment, servers, data storage, PCs (personal computers), and printers through joinder with the National Association of State Procurement Officers (NASPO) Master Price Agreements with Dell Inc. and Extreme Networks, Inc.; and approve expenditures that will aggregate to exceed [\$100,000] but will remain within available adopted budget funding during Fiscal Year 2016-2017 for technology infrastructure, not to exceed [\$2,000,000].

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "move to sole source purchases of computer network equipment, servers, data storage, PCs (personal computers), and printers through joinder with the National Association of State Procurement Officers (NASPO) Master Price Agreements with Dell Inc. and Extreme Networks, Inc.; and approve expenditures that will aggregate to exceed [\$100,000] but will remain within available adopted budget funding during Fiscal Year 2016-2017 for technology infrastructure, not to exceed [\$2,000,000]."

**WASHOE COUNTY  
SOLE SOURCE PURCHASE REQUEST FORM**

This form must accompany a purchase requisition when sole source approval is requested for equipment, supplies or services exceeding \$25,000.

DEPARTMENT Technology Services LOCATION 1001 East 9<sup>th</sup> Street, Suite C220, Reno, NV

REQUESTOR'S NAME Tony Kiriluk TELEPHONE # 775-858-5985

REQUISITION NUMBER TBD DATE 04/25/2016

RECOMMENDED SOLE SOURCE SUPPLIER Dell, Inc.

DESCRIPTION OF GOOD OR SERVICE REQUESTED Dell PC's laptops, servers, storage, printers, and associated computer hardware

I have read and understand the Policies and Procedures of the Board of County Commissioners with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or vendor specified in the accompanying requisition fit the County's sole source criteria for the following reasons: Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Attach additional information if necessary.

( ) 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

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( X ) 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

Washoe County has standardized on Dell Pcs, laptops, servers, and storage equipment, and has a very large installation of a variety of Dell Solutions.

( X ) 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

County Technology staff is trained and certified to support, repair, and administer Dell brand hardware.

( ) 4. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

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( ) 5. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

( ) There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

( ) A selection process was utilized to select the most qualified person.

( ) The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

( X ) 6. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

\_\_\_\_ while Dell does sell equipment through resellers, Washoe County gets the largest price discounting by purchasing directly from Dell under the Western States Contracting Alliance (WSCA) contract. \_\_\_\_\_  
NASPO

( X ) 7. The following provides justification as to reasonableness of price:

\_\_\_\_ The discounts that Dell regularly extends to Washoe County through direct sales is equal to, or often lower than the State WSCA contracted pricing. \_\_\_\_\_  
NASPO

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

J. K. ...  
Signature of Requestor

Craig Betts  
Department Head Approval  
CRAIG BETTS  
Print Name

I, \_\_\_\_\_, authorized Buyer, recommend the following:

(  ) Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115. 1. (g)

( ) Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332.\_\_\_\_.

( ) Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

\_\_\_\_\_  
Buyer

MA ...  
Purchasing & Contracts  
Manager

\_\_\_\_\_  
Date

4/28/2016  
Date

**WASHOE COUNTY  
SOLE SOURCE PURCHASE REQUEST FORM**

**This form must accompany a purchase requisition when sole source approval is requested for equipment, supplies or services exceeding \$25,000.**

DEPARTMENT Technology Services LOCATION 1001 E 9<sup>th</sup> St, Rm C220, Reno, NV 89512

REQUESTOR'S NAME Tony Kiriluk TELEPHONE # 775-858-5985

REQUISITION NUMBER TBD DATE 04/25/2016

RECOMMENDED SOLE SOURCE SUPPLIER Extreme Networks Inc.

DESCRIPTION OF GOOD OR SERVICE REQUESTED Computer network hardware, supplies, and management software

I have read and understand the Policies and Procedures of the Board of County Commissioners with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or vendor specified in the accompanying requisition fit the County's sole source criteria for the following reasons: Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Attach additional information if necessary.

( ) 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

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( X ) 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

Washoe County is standardized on Enterasys brand network equipment, manufactured by Extreme Networks due to low ongoing maintenance and support costs.

( X ) 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

County Technology Services staff is trained and certified to support, repair, and administer Extreme/Enterasys brand hardware and network management software.

( ) 4. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

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( ) 5. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

( ) There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

( ) A selection process was utilized to select the most qualified person.

( ) The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

( X ) 6. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

While Extreme does sell equipment through resellers, Washoe County gets the largest price discounting by purchasing directly from Extreme under the framework of the WSCA contract.

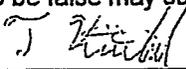
NASPO

( X ) 7. The following provides justification as to reasonableness of price:

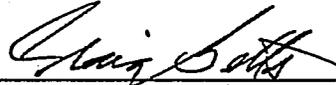
The discounts that Extreme regularly extends to Washoe County through direct sales are equal to, or most often lower than the WSCA negotiated discount levels.

NASPO

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.



Signature of Requestor



Department Head Approval

Craig Betts

Print Name

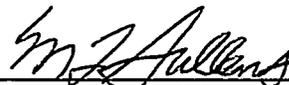
I, \_\_\_\_\_, authorized Buyer, recommend the following:

Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115. i. (g)

Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332.\_\_\_\_.

Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

\_\_\_\_\_  
Buyer



Purchasing & Contracts  
Manager

\_\_\_\_\_  
Date

4/28/2016

Date